

**PHASE ONE REQUEST FOR APPLICATIONS  
FROM EXISTING OPERATORS**

***Interested in operating a charter school in New Jersey beginning in  
the 2013-14 school year***

**ISSUED AUGUST 31, 2012**

**PHASE ONE APPLICATIONS DUE OCTOBER 15, 2012**

***Please direct all questions to Colleen Schulz-Eskow***

***or JoAnne Tubman (609) 292-5850***



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# 2012 Phase One Request for Applications from Existing Operators

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## Introduction

This Request for Applications (RFA) calls for applications to start charter schools that are likely to achieve strong educational outcomes. Through charter schools, we expect to provide families with educational options of many different shapes and sizes but with one thing in common: quality education.

This application packet will guide you through the steps of developing a charter school application. Each section requests information about a specific aspect of your plan that will allow reviewers to understand and determine the overall capacity of the founding group to open and operate a quality charter school.

Experience has shown that successful charter schools tend to have a number of common characteristics:

- A clear, focused, results-oriented mission statement that aligns with all parts of the application;
- Demonstrated understanding of the population that the school is likely to serve;
- An educational program that is likely to be effective for the student population;
- Strong and diverse leadership; and
- Strong financial planning and management.

For this expedited October round, we are eager to receive well-developed applications from founders with demonstrable experience who are committed to educating their students well and improving the lives of children and families in New Jersey.

If you have any questions regarding this application or the evaluation process, please contact:

Office of Charter Schools  
New Jersey Department of Education  
P.O. Box 500  
Trenton, NJ 08625-0500

Phone: (609) 292-5850  
Fax: (609) 633-9825

## Application Timeline

September 7, 2012	Technical Assistance Training at NJDOE
October 15, 2012, <b>4:15PM</b>	Phase One Application Due
October 22, 2012, <b>4:15 PM</b>	Receipts Due to NJDOE (County and District(s) of Residence)
November 9, 2012	Applicants notified of qualified applicant status and eligibility to move on to Phase Two full application
December 7, 2012, <b>4:15 PM</b>	Phase Two Application Due
December 14, 2012	Receipts Due to NJDOE (County and District(s) of Residence)
January 23, 2013 – February 1, 2013	Applicant Interview
February 15, 2013	Charter Application Initial Approval
June 30, 2013	School Preparedness Process Completed
July 15, 2013	Final Granting of Charter

## Application Instructions

The application of the proposed charter school becomes a public document upon completion and submission to the New Jersey State Department of Education (NJDOE).

Resources to assist the proposed charter school in the completion of the application include, but are not limited to:

- A technical assistance session provided by the New Jersey Department of Education on September 7, 2012;
- Networking with approved New Jersey charter schools, the New Jersey Charter School Association, institutions of higher education, professional and community organizations, and business and industry; and
- Review of *N.J.S.A. 18A* and *N.J.A.C. 6* and 6A in their entirety.

### Response to Questions

- Use the complete, proper name of the proposed charter school;
- Respond to every statement with a discrete response;
- Provide complete, concise responses to the statements immediately following the question; and
- Respond to each statement in the text of the application and not in the attachments, unless an attachment is explicitly requested;
- If a particular question does not apply to your team or application, simply respond “Not Applicable,” AND state the reason this question is not applicable to your team or application.
- **The page limit for Phase One is 20 pages.** A thorough and quality response can be developed within those guidelines. Attachments and Exhibits are not included in the narrative page limit.

**Note: Failure to comply with formatting instructions may impact assessment.**

### Format for the Phase One Application:

- Type the application on 8 ½ x 11 white paper;
- Use a twelve-point or larger font;
- Single-space the body of the application;
- 20 page limit;
- Use only **one side** of each sheet of paper. **Do not** copy front to back;
- Separate each section by inserting tabbed dividers in the application document; on each tabbed divider label, indicate the name of the specific section;
- In the header, include the complete, proper name of the charter school and section number and name of the section. (For example: Favorite Charter School, Section 1, Mission Statement);
- In the footer, include page numbers that reference the application section and page number. (For example: Page 1-1 represents Section 1, page 1); and
- Edit document for spelling, grammar, formatting and completeness prior to submission.

**Submit the documents that comprise the Phase One New Jersey Charter School Application in the following order and format:**

1. **Title Page**
  1. Use the complete, proper name of the proposed charter school;
  2. Use the words “Charter School” in the title of the proposed school; and
  3. Include the words “New Jersey Charter School Application” in the Title Page
2. **Application Cover Sheet and Team Information Summary**
  1. Consistently use the complete, proper name of the proposed charter school; and
  2. Complete all requested information.
3. **Phase One Narrative**
  1. Follow the sequence and directions presented in this application booklet;
  2. Number and label each section in the header;
  3. Type each question before writing the response or download the template at [www.nj.gov/education/chartsch/app/](http://www.nj.gov/education/chartsch/app/);
  4. Begin **each** section on a new page; and
  5. Number all pages in the footer sequentially beginning with Page 1-1, (i.e. Section 1, page 1).
4. **Exhibits**
  - 1a: Charter School Founder and Board Member Information Form
  - 2a: Statement of Assurances Form
  - 3a: Founder Information Table
  - 4a: Demographic Analysis Form
  - 5a: Education Service Provider/Replicating Entity Information Sheet

## **Due Date:**

**Phase One Application: October 15, 2012 by 4:15 PM**

### **Application Copies to the NJDOE**

- **Submit and designate an original copy and three additional copies (Total of four copies to be submitted to the NJDOE);**
- Submit **ONE** electronic copy in PDF format on CD or flash drive to the NJDOE **(not via e-mail)**;
- Submit the original application and **three** copies to the Department of Education in loose-leaf binders—DO NOT STAPLE;
- Insert a copy of the title page in the clear slip sheet of the cover, or attach a label to the cover with the required title page information;
- Label the side of the loose-leaf binder with the proposed name of the charter school;
- Submit a complete copy of each application;
- **Do not permanently bind the application.**

**An application received after 4:15 P.M. on October 15, 2012 will be disqualified.** Disqualified applications will not be reviewed or evaluated by the Department of Education.

Applications due to the Department should be mailed to the address below or hand-delivered to the Department's application control center:

**Office of Charter Schools**  
New Jersey Department of Education  
100 River View Plaza, Route 29  
P.O. Box 500  
Trenton, New Jersey 08625-0500



## Required Additional Copies, Pursuant to *N.J.A.C. 6A:11-2.1(b)*

- If planning to operate with a district of residence, submit **one** copy to the district board(s) of education and/or superintendent of the state-operated school district(s) of the district of residence of the proposed charter school by the due date;
- If planning to operate with a region of residence, submit **one** copy of the application to each of the district boards of education and/or state district superintendent(s) that comprise the region by the due date;
- If planning to serve a district that has a sending/receiving relationship with another school district, the charter school application must be submitted to each receiving school district by the due date;
- Submit **one** copy to the respective executive county superintendent of schools. If operating within a region of residence that covers more than one county, submit **one** copy of the application to each executive county superintendent of schools by the due date;
- Applications not submitted **to all** districts/regions of residence by the due date are subject to immediate disqualification and **will not** be reviewed by the NJDOE; and
- Fax **or email copies of** application receipt(s) to the NJDOE within one week of the due date.

The applicant must have the district and county representatives sign a receipt indicating the date and time that the application is received. Copies of each receipt are to be submitted to the Office of Charter Schools within one week of the deadline. Receipts should be faxed to 609-633-9825 or emailed to [njcharter@doe.state.nj.us](mailto:njcharter@doe.state.nj.us).

## Final Granting of Charter

In accordance with *N.J.A.C. 6A:11-2.1(i)*, the approved applicants must submit, by June 30, the documentation not available at the time of the application submission including, but not limited to, copies of:

1. A list of names of the current members of the board of trustees;
2. The bylaws of the board of trustees;
3. The Certificate of Incorporation;
4. The Federal Employer Identification Number;
5. The Credit Authorization Agreement for Automatic Deposits;
6. The lease, mortgage or title to its facility;
7. The certificate of occupancy for “E” (education) use issued by the local municipal enforcing official;
8. The sanitary inspections report (if applicable) with “satisfactory” rating;
9. The fire inspection certificate with “Ae” (education) code life hazard use at *N.J.A.C. 5:70-4*;
10. An organizational chart and a list of the lead person, school business administrator, teachers and professional support staff including required certifications and criminal background check status;
11. A budget summary, budget narrative and cash flow statement for the following fiscal year, based on the most recent enrollment projections;
12. Evidence of a uniform system of double-entry bookkeeping in conformance with Generally Accepted Accounting Principles (GAAP);
13. The resolution of the board of trustees naming the Affirmative Action Officer, the Section 504 Coordinator and the Title IX Coordinator;
14. Evidence of enrollment of at least 90% of approved maximum enrollment, as verified by student registrations by parents/guardian(s); and
15. Documentation that ensures compliance with all federal and state regulations and statutes.

Additionally, the Office of Charter Schools will conduct a preparedness visit before the charter school may be granted a final charter. A preparedness visit is the on-site visit by Department personnel that gauges readiness for school opening. The preparedness visit shall include a review of the program, facility and fiscal documentation and interviews with the Board of Trustee members and staff members of the proposed charter school to assess organizational leadership and capacity.

The preparedness visit must include:

1. Facility review and approval by the county office of education and local building officials;
2. A verification of full student enrollment and review of appropriate documentation.

## **Charter Agreement**

The Commissioner will grant a final charter on or before July 15, 2013 if all required documentation is submitted and approved by the New Jersey Department of Education by June 30, 2013. The Commissioner's granting of the final charter will be contingent on the applicant signing a charter agreement. The charter agreement will set forth the terms and conditions of operating a charter school in New Jersey and will also contain accountability criteria by which the charter school will be evaluated.

## Application Cover Sheet

Name of Proposed School: \_\_\_\_\_

Anticipated physical address of school: \_\_\_\_\_

County of residence: \_\_\_\_\_

District of residence of districts in the region of residence: \_\_\_\_\_

**Lead Founder.** Identify the **lead founder** for your team. This individual will serve as the contact for all communications, scheduling, and notices regarding your application.

*Note:* As with all aspects of your application, names and contact information of the lead founder will become public information.

Lead founder: \_\_\_\_\_

District of residence: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
Street/ PO Box

City State Zip

Phone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Email address: \_\_\_\_\_ Fax: \_\_\_\_\_

Qualified founder\*: \_\_\_\_\_

District of residence: \_\_\_\_\_

**Qualifying Founder (i.e. teaching staff member or a parent of a child attending the schools of the district of residence, or a private entity located within the State applying in conjunction with teaching staff members and parents of children attending the schools of the district of residence):**

\_\_\_\_\_

Mailing address: \_\_\_\_\_  
Street/ PO Box

City State Zip

Phone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Email address: \_\_\_\_\_ Fax: \_\_\_\_\_

**\*Please include contact information for each qualified founder. Duplicate the lines above as necessary.**

Name of team or entity applying: \_\_\_\_\_

## Applicant Team Information Summary

Names, roles, district of residence, and current employment of all persons on applicant team (*you may add lines as needed*):

Full Name	Current Job Title and Employer	District of Residence	Position with Proposed School

**Model or Focus of Proposed School** (e.g., Arts, College Prep, Dual Language, etc.):

\_\_\_\_\_

**Is the proposed school partnering with an Education Service Provider (ESP; i.e. Charter Management Organization or Education Management Organization or Other Organization) for school management/operation OR is the proposed school seeking to replicate an existing school model?**

☐ Partnering with an ESP

☐ Replicating Existing School Model

Identify the proposed ESP OR Replicating Entity (if approved for a school, applicants must run an open RFP process for an ESP):

\_\_\_\_\_

**Proposed Principal / Head of School Information, if identified** (for all school(s) proposed to open in 2013; add additional lines as needed):

**Name of proposed Principal Candidate:** \_\_\_\_\_

**Name of school:** \_\_\_\_\_

**Current employment:** \_\_\_\_\_

**Phone: (day)** \_\_\_\_\_ **(evening)** \_\_\_\_\_

**Email address:** \_\_\_\_\_

\_\_\_\_\_  
**Charter School Lead Founder Signature**

\_\_\_\_\_  
**Date**

**Note:** Applicants must submit this information using this form. All information is REQUIRED.  
Applicants are responsible for updating all contact information with the Office of Charter Schools.

## PHASE ONE APPLICATION

The Two Page Overview is required for Phase One of the application process. The Commissioner will notify an applicant whether they have been approved or denied for “qualified applicant” status upon completion of Phase One review.

### **Two Page Overview**

Provide a brief descriptive summary of the essential components of the application. This will be used by the New Jersey Department of Education as public information and as a response to application requests.

**Mission**

State the mission and vision of the proposed school.



### **Applicant and Founder Information**

- a) Describe how the efforts of the founders have added to the quality of the proposed charter school and how the group's continued participation will contribute to the success of the charter school.
- b) How does the founding group represent the interests of multiple stakeholders (parents, teachers, community members)?
- c) Describe, briefly in the narrative and then in more detail using the form included **as Exhibit 1a**, the team's individual and collective qualifications for implementing the school design successfully, including capacity in areas such as:
  - School leadership, administration, and governance;
  - Curriculum, instruction, and assessment;
  - Performance management;
  - Parent and community engagement;
  - Staffing;
  - Professional development;
  - General operations;
  - Facilities management;
  - Financial management;
  - Fundraising and development; and
  - Accounting.
- d) Provide signed and completed statements of assurances, **included as Exhibit 2a**, from each founding Board member.
- e) In the chart, included as **Exhibit 3a**, identify the members of the school's applicant team, founders, and proposed leadership team and governing board members.
- f) Provide full resumes (including contact information) and professional biographies for the individuals named.

**Enrollment and Admission Information.**

- a) Describe the recruitment and admissions policies of the charter school, including how the school will, to the maximum extent possible, seek the enrollment of a cross-section of the community's school-age population including at-risk, special education and English language learning students.

- b) **Enrollment Summary.** Complete the following table.

Grade Level	Year 1 2013-14	Year 2 2014-15	Year 3 2015-16	Year 4 2016-17
Pre-K				
K				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
Total				

- c) Describe the rationale for the number of students and grade levels served in year one and the basis for the growth plan illustrated above.

**Educational Program Overview**

Provide a synopsis of the proposed educational program including key components of the education model and any unique or innovative features of the school. Briefly explain the evidence base and performance record that demonstrate the school model will be successful in improving academic achievement for the targeted student population.

**Demonstration of Need.** Describe why the district of residence or region of residence was selected.

- a) Provide detail regarding the current educational options (traditional public, public charter, private school) in the proposed district of residence or region of residence. Describe the perceived needs not currently being met by the existing school options and how the proposed charter school will provide an alternative that will meet the perceived needs and offer the greatest educational benefit to students.
- b) Complete the attached demographic analysis form, included as **Exhibit 4a**, to demonstrate the need for the proposed school in the identified district of residence or region of residence.

**Community and Parent Involvement**

- a) Provide detail regarding the role of parents, families and the community in the application process. If possible, provide evidence of support among parents, students, teachers, or any combination thereof.
- b) Describe the plan for ongoing community engagement including any community meetings, parent, teacher, and student input, surveys of prospective stakeholders, etc. you plan to conduct.

**Education Service Provider or Replicating Entity Information** (Charter Management Organization/Education Management Organization or existing school model that is replicating)

- a) Provide an overview of the organization's strategic vision and four-year growth plan for developing schools in New Jersey including years of opening, number and types of schools (grade levels), projected numbers of students and management capacity.
- b) Briefly describe the targeted district(s) or region of residence and explain how the school would meet the identified needs in its respective community.
- c) Include a brief history of the ESP or replicating entity's current schools including details on student achievement and fiscal performance using the Education Service Provider/ Replicating Entity Information Sheet included as **Exhibit 5a**.
- d) Describe the proposed relationship between the school and the ESP/replicating entity and how that relationship will directly impact the school's mission and goal attainment.

## EXHIBITS

Exhibit 1a: Charter School Founder and Board Member Information Form

Exhibit 2a: Statement of Assurances Form

Exhibit 3a: Founder Information Table

Exhibit 4a: Demographic Analysis Form

Exhibit 5a: Education Service Provider/Replicating Entity Information Sheet

## Exhibit 1a: Charter School Founder and Board Member Information Form

(To be completed individually by each founder and proposed charter school board member. All forms must be signed by hand.)

Serving as a founder or member of a public charter school board is a position of public trust and fiduciary responsibility. As a founder or board member of a public school, you are responsible for ensuring the quality of the school program, competent stewardship of public funds, and the school's fulfillment of its public obligations and all terms of its charter.

As part of the application for a new charter school, NJ DOE requests that each founder and prospective board member respond individually to this questionnaire. Where narrative responses are required, brief responses are sufficient.

The purpose of this questionnaire is twofold: 1) to give application reviewers a clearer introduction to the applicant team behind each school application; and 2) to encourage founders and board members to reflect individually as well as collectively on their common mission, purposes, and obligations at the earliest stage of school development.

### Background

1. Name of charter school for whom you are a founder or on whose Board of Directors you intend to serve:
2. Full Name:  
District of Residence:  
Home Address:  
Business Name and Address:  
Telephone No.:  
E-mail Address:
3. Brief educational and employment history. (No narrative response is required if resume and professional biography are attached to the application.)  
☐ Resume and professional biography are provided.
4. Indicate whether you currently serve or have previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation.  
☐ Does not apply to me. ☐ Yes
5. Why do you wish to be a founder or serve on the board of the proposed charter school?
6. What is your understanding of the appropriate role of a public charter school founder or board member?
7. Describe any previous experience you have that is relevant to being a founder or serving on the charter school's board (e.g., other board service). If you have not had previous experience of this nature, explain why you have the capability to be an effective founder or board member.
8. Describe the specific knowledge and experience that you would bring to the founding team or board.



**School Mission and Program**

1. What is your understanding of the school's mission and guiding beliefs?
2. What is your understanding of the school's proposed educational program?
3. What do you believe to be the characteristics of a successful school?
4. How will you know that the school is succeeding (or not) in its mission?

**Governance**

1. Describe the role that the founding team or board will play in the school's operation.
2. How will you know if the school is successful at the end of the first year of operation?
3. How will you know at the end of four years that the school is successful?
4. What specific steps do you think the charter school board will need to take to ensure that the school is successful?
5. How would you handle a situation in which you believe one or more members of the school's founding team or board were acting unethically or not in the best interests of the school?

**Disclosures**

1. Indicate whether you or your spouse knows the other prospective board members for the proposed school. If so, please indicate the precise nature of your relationship.  
☐ I / we do not know any such trustees. ☐ Yes
2. Indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the charter school (whether as an individual or as a director, officer, employee or agent of some entity). If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the school.  
☐ I / we do not know any such persons. ☐ Yes
3. Indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with the school. If so, indicate the precise nature of the business that is being or will be conducted.  
☐ I / we do not anticipate conducting any such business. ☐ Yes
4. If the school intends to contract with an education service provider or management organization, indicate whether you or your spouse knows any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, please describe any such relationship.  
☐ Not applicable because the school does not intend to contact with an education service provider or school management organization.  
☐ I / we do not know any such persons. ☐ Yes

6. If the school intends to contract with an education service provider, please indicate whether you, your spouse or other immediate family members have a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, provide a detailed description.  
☐ N/A.      ☐ I / we have no such interest.      ☐ Yes
7. If the school plans to contract with an education service provider, indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, indicate the precise nature of the business that is being or will be conducted.  
☐ N/A.    ☐ I / we or my family do not anticipate conducting any such business.    ☐ Yes
8. Indicate whether you, your spouse or other immediate family members are a director, officer, employee, partner or member of, or are otherwise associated with, any organization that is partnering with the charter school. To the extent you have provided this information in response to prior items, you may so indicate.  
☐ Does not apply to me, my spouse or family.      ☐ Yes
9. Indicate any potential ethical or legal conflicts of interests that would, or are likely to, exist should you serve on the school's board. ☐ None. ☐ Yes

### **Certification**

I, \_\_\_\_\_, certify to the best of my knowledge and ability that the information I am providing to the New Jersey Department of Education as a founder or prospective board member for \_\_\_\_\_ Charter School is true and correct in every respect.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Exhibit 2a: Statement of Assurances

### Statement of Assurances

The charter school and New Jersey Department of Education (NJ DOE) agree to comply to all of the following provisions: *(Read and check)*

1. Will not charge tuition, fees or other mandatory payments for attendance at the charter school or for participation in programs that are required for students.
2. Will enroll any eligible student who submits a timely and complete application, unless the school receives a greater number of applications than there are spaces for students, in which case a lottery will take place in accordance with New Jersey charter laws and regulations and will comply with all provisions of the Non regulatory Guidance—Public Charter Schools Program of the U.S. Department of Education, which includes the use of a lottery for enrollment if the charter school is oversubscribed.
3. Will be open to all students, on a space-available basis, and shall not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or academic achievement.
4. Will adhere to all applicable provisions of federal law relating to students with disabilities, including *IDEA 2004; Section 504 of the Rehabilitation Act of 1974*; and the *Americans with Disabilities Act* and appropriately employ/contract a child study team and special education service provider(s).
5. Will adhere to all applicable provisions of federal law relating to students who are English language learners, including *Title IV of the Civil Rights Act of 1964*; the *Equal Educational Opportunities Act of 1974*; MGL c. 76 § 5; and MGL c. 89, 71 § (f) and (l).
6. Will comply with all federal and State laws, including the New Jersey Charter School Program Act of 1995, as well as all applicable regulations, including New Jersey Administrative Code, Charter Schools.
7. Will employ highly qualified administrators and teachers who hold appropriate New Jersey certificates.
8. Will obtain all necessary permits, licenses, and certifications related to occupancy, fire, health, and safety within the building(s) and on school property.
9. Will provide enrollment and demographic data to the NJDOE as required by *N.J.A.C. 6A:11-2.1(i)*.
10. Will ensure an annual audit of the charter school pursuant to *N.J.S.A. 18A:23-1 et seq.*
11. Will ensure the utilization of a certified school business administrator (SBA).
12. Will establish the full implementation of a uniform system of double-entry bookkeeping in accordance with Generally Accepted Accounting Principles (GAAP) that is organized on a fund basis pursuant to *N.J.S.A. 18A:4-14*.
13. Will ensure adoption of Standard Operating Procedures (SOP) pursuant to *N.J.A.C. 6A:23A-22.14*, including a plan for internal controls for the accounts payable/voucher system including Public School Contract Guidelines pursuant to *N.J.S.A. 18A:18A*.
14. Will ensure the recording of student attendance in the school register pursuant to *N.J.A.C. 6A:32-8* and recording of student enrollment in the Charter School Enrollment System for the two required enrollment counts.
15. Will provide provisions for insurance coverage pursuant to *N.J.S.A.18A:36A-14(a)*.

- Including health benefits; general liability; property, officer and employee liability, including any performance surety; and vehicle liability for pupil transportation.
16. Acknowledge request for and receipt of the waivers documented in the RFA, unless otherwise indicated in the contract between the charter school and NJ DOE.
  17. Will comply with Open Meetings and Open Public Records Act laws.
  18. Will, for the life of the charter, participate in all data reporting and evaluation activities as requested by the U.S. Department of Education and the New Jersey Department of Education; this includes participation in any federal or state funded charter school evaluations or studies, final grant report documentation and financial statements.
  19. Will comply with all provisions of the *No Child Left Behind Act*, including but not limited to, provisions on school prayer, the Boy Scouts of America Equal Access Act, the Armed Forces Recruiter Access to Students and Student Recruiting Information, the Unsafe School Choice Option, the Family Educational Rights and Privacy Act (FERPA) and assessments [P.L. 107-110].
  20. Shall maintain accounting records and other evidence pertaining to costs incurred, with the provision that the records shall be kept available by the grantee during the grant period and thereafter for five full years from the date of final payment. NJ DOE must be permitted to audit, review, and inspect the grantee's activities, books, documents, papers and other records relating to the expenditures of grant proceeds. The recipient further agrees to comply with all federal and state audit requirements and ensures that arrangements have been made to finance those mandatory audits
  21. Will keep and maintain all equipment purchased with grant funds in accordance with federal law and regulation.
  22. Will insure equitable program participation, as required under section 427 of the *General Education Provision Act*.
  23. Will comply with the lower-tier certification covering lobbying and debarment/suspension in 34 CFR Parts 82 and 85.
  24. Understand that if any findings of misuse of funds are discovered the said funds must be returned to NJ DOE and NJ DOE may revoke the charter if it deems that the recipient is not fulfilling the academic goals and fiscal management outlined in the charter.
  25. Will conduct an open RFP process to select an education service provider, if applicable.
  26. Will comply with the streamlined tenure guidelines established by the Commissioner.
  27. Will ensure that the school's curriculum will integrate the following elements throughout the education program: promote the elimination of discrimination; promote mutual acceptance and respect among students and enable students to interact effectively with others regardless of race, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status or disability; provide instruction in multicultural education content and practices; provide instruction in African-American History as part of U.S. history; and provide instruction on the Holocaust and genocide.
  28. Will not utilize state or local funds for the construction of a new facility, if applicable.
  29. Will comply with the *School Ethics Act*.
  30. Will not have more than 50% of the board of trustees associated with any one non-profit or for-profit entity nor will any vendor be a voting member of the board of trustees.
  31. Will ensure that all kindergarten students will be five years old by October 1 of each year, if applicable, pursuant to *N.J.S.A. 18A:38-5*.
  32. Will ensure that the percentage of school funds spent in the classroom is at least comparable to the average percentage of school funds spent in the classroom in all other public schools in the State, pursuant to *N.J.A.C. 6A:11-7.3(e)*.

Signature	
I, the undersigned, do hereby agree to the assurances contained above.	
Signature of Charter School Authorized Representative	Date

**Exhibit 3a: Founder Information Table**

<b>Full Name</b>	<b>Applicant Team Member / Founder / Leadership Team / Governing Board Member / Community Member</b>	<b>Current Job Title and Employer</b>	<b>Position with Proposed School/School Name</b>	<b>District of Residence</b>

#### Exhibit 4a: Demographic Analysis Form

Name of Proposed School: \_\_\_\_\_

Proposed Location: \_\_\_\_\_

Please provide the following information for schools that serve the same age / grades as you propose and are located in the neighborhood where you propose to establish your charter school:

Name	Actual Enrollment 2011 -2012	School Type (Traditional Public, Public Charter, Private)	NJ ASK or HSPA Performance (% Proficient for SY 2010-2011 or 2011-2012)	% FRPL	% Special Ed	% ELL	Racial Composition (% African American, % Hispanic, % White, % Asian American)

## Exhibit 5a: Education Service Provider/Replicating Entity Information Sheet

1. Provide a summary of **every school** in the organization's portfolio (**including every charter school managed by the proposed ESP partner, if applicable**) in an Excel workbook over **the last 3 years**.

Include the following information for **every school over the last 3 years**:

- a. School name;
  - b. City/location and school contact information;
  - c. Year opened;
  - d. If applicable, the year in which the contract with the ESP commenced and/or ended
  - e. State/Federal Identification #s/NCES Codes
  - f. Contact information for the NJDOE;
  - g. Number of students and grade levels served;
  - h. School type (new start or turnaround)
  - i. The following student demographic and socioeconomic data: free/reduced-price lunch status, race/ethnicity, Special Education, and English Language Learner **compared to district averages**;
  - j. State assessment results (absolute proficiency numbers) both by grade level and at school level in English/Language Arts and Mathematics **compared to state and district averages**;
  - k. Growth and/or value-added results by grade level and at school level in English/Language Arts and Mathematics. Please indicate what instrument was used to determine the growth and/or value-added results; and
  - l. Other performance measures including student retention rate (i.e. % students enrolled in one year who re-enroll in fall of next year), student average daily attendance rate, student 4-year adjusted cohort graduation rate, high school drop-out rate, student college attendance rate and teacher attendance rate.
2. Provide the following financial and organizational information regarding the proposed ESP or Replicating Entity:
    - a. Description of the ESP or Replicating Entity's management structure and summary of key personnel.
    - b. Provide the ESP or Replicating Entity's last three years of audited financial statements and management letters.
    - c. Provide the ESP or Replicating Entity's most recent internal financial statements, including balance sheets and income statements. Be sure that the ESP or Replicating Entity's overall operations are distinctly represented.
  3. Provide the following information regarding the proposed ESP or Replicating Entity's portfolio history:
    - a. List any contracts with charter schools that have been terminated by either the ESP or a school, including the reason(s) for such termination and whether the termination was for "material breach."



- b. List any and all charter revocations, non-renewals, shortened or conditional renewals, or withdrawals/non-openings of schools operated by the ESP or Replicating Entity, and explain what caused these actions.